

# MSc Elective Registration - FAQ

## Frequently Asked Questions (FAQ)

### 1. Where can I find information about the (content of the) electives?

You can refer to the elective overview document at the “Rules & General Information” section of the [Elective Registration page](#) for information on which electives are accessible to you. You can find additional information about the content of the specific electives you are interested in via the [EUR Course Catalogue](#).

Some master programmes offer elective information sessions to provide more information about their elective courses. Additionally, for the Master Free Electives (MFE's), some programmes have provided short videos or presentations. You can find these in the Master Services Knowledge Base in the [Master Free Electives](#) section.

### 2. What systems do I use for the elective registration?

You need to access the Elective Registration System (<https://select.rsm.nl/login>) to complete the different steps of the elective registration process.

- To register your study situation
- To participate in the Master Programme Electives round and/or Open Elective round
- To participate in the switch periods (and to review the registration results).

System will only be accessible as of 1 November 2024.

### 3. Why are there two registration rounds?

You are required to complete 3 electives for your programme studies and two of them must be a Master Programme Elective (MPE). The system will display only MPEs in the Master Programme Electives round. In the Open Elective round both MPEs and Master Free Electives (MFEs) will be displayed. You will therefore be assigned to 2 MPEs after the Master Programme Electives round and 1 MFE or a third MPE after the Open Elective round. This allocation fulfils the graduation requirements.

If you only need to take one elective in this academic year, you will only enter the Open Elective round in order to get assigned one elective.

### 4. In which registration rounds do I need to participate?

In short,

- If you need 3 electives, both the Master Programme Electives round and the Open Elective round.
- If you need 2 electives, only the Master Programme Electives round.
- If you need 1 elective, only the Open Elective round.

Please refer to the [Master Services Knowledge Base](#) > During the master > Electives > Elective

Registration - Rules & General Information > Elective Registration Process document for more information.

**5. Do I need to take my MPEs before I can take my MFE?**

No, the order of completion of your MPEs and MFE does not matter. You can take your MPEs and MFE during any block, as long as you ultimately complete three electives, where at least two are MPEs.

If you are planning to go on exchange, we recommend that you take your MFE in Block 5, so you have enough time to drop it after having been accepted to the exchange.

**6. Can my MFE be in any block?**

Yes, the order of completion of your Master Programme Elective (MPE) and Master Free Elective (MFE) does not matter. You can take your MPEs and MFEs during any block, as long as you ultimately complete three electives, where two are MPEs.

If you are planning to go on exchange, we recommend that you take your MFE in Block 5, so you have enough time to drop it after having been accepted to the exchange.

**7. How can I rank an elective offered in multiple blocks?**

If an elective is offered in multiple blocks, you can only rank the elective but cannot rank a specific block when the elective is offered. For example, if an elective is offered in Blocks 3 and 5, you can rank the elective, and the system will assign you to the course in either block.

During switch periods, however, you will be able to make eventual block changes, if the course has available seats in your preferred block

**8. How does the elective registration algorithm work?**

The elective registration system uses an algorithm to assign you to elective(s) based on your elective preferences confirmed during the different rounds. The system is created to make sure the elective allocation is as fair as possible to all students, such that most students are assigned to electives that are among their top 5 elective preferences.

**9. (For BIM\*, GBS, MI, and SCM students only) I want to register for a company-based research project Master Free Elective, but I cannot find it in the Master Programme Electives round. What shall I do?**

The company-based research project is an MFE only. Therefore, you will not be able to rank this elective in the Master Programme Electives round. During the Open Elective round and switch periods, you will be able to register for this.

\*BIM cannot register for this elective in any of the rounds. If you would like to complete the company-based research project, you will need to submit a proposal. For more information, please contact the [BIM Programme Coordinator](#) directly.

10. (For FI and POC students only) I want to register for the [Internship Master Free Elective](#), but I cannot find it in the Master Programme Electives round. What shall I do?

The internship elective is an MFE only. Therefore, you will not be able to rank this elective in the Master Programme Electives round.

For students, it is not possible to self-register for this elective in any of the rounds. If you would like to complete the internship, you will need to follow a programme-specific selection process after which you can be manually placed into the elective. For more information, please contact the internship elective coordinator of your study. ([FI](#) / [POC](#))

11. I will apply for the master exchange programme and would like to leave one elective open. What shall I do?

As the Exchange Office will normally confirm your acceptance to the master exchange programme after the elective registration rounds, we strongly advise that you proceed with both the Master Programme Electives round and the Open Elective round of the elective registration anyway in order to be allocated three electives. If/when you are certain that you will take part in the master exchange programme, you will have to withdraw your allocated **Master Free Elective (MFE)** during a switch period.

We also recommend that you [take your MFE in Block 5](#), so you have enough time to drop it after having been accepted onto the exchange.

12. Can I switch electives between the Master Programme Electives round and the Open Elective round?

No, it is not possible to switch electives during or between **the Master Programme Electives round and the Open Elective round**.

You will only be able to switch electives during one of the official switch periods.

13. I was not allocated to my favorite elective, and it is full. What are my options?

When an elective is full, it is full – course coordinators and MSc Programme Management will not be able to add more seats to a full course. Please make sure you check the availability of spots for your desired course during switch periods to have a chance at registering for a seat, should one become available.

14. I missed one of the preference ranking rounds. What are my options?

If you miss one (or both) of the preference ranking rounds, no elective(s) will be allocated to you. You may then participate in the switch period(s) to select the courses you need from the available electives.

**15. If I failed an elective in the last academic year, do I need to take the same elective or study in the same block?**

You can take any elective during any block in this academic year to compensate for a failed elective. But please make sure your elective choice fulfills the programme requirement – i.e., you must take a total of three electives where at least two of them are MPEs. Note that you will not be able to follow more than one elective per block.

**16. I am taking three electives this academic year. Can I take an extracurricular elective on top of the three regular electives?**

As per the Exam Regulations, each student is only allowed to follow one elective per block. If you are taking three electives this year already, you will not be able to take any additional/extracurricular elective(s) this year.

**17. I am in my 2<sup>nd</sup> Master year of the same programme, and I want to take some extra-curricular electives. Why can't I join the first two rounds of preference ranking?**

Seats in electives are initially reserved for students who need to complete the electives for programme completion. After these students have been allocated electives for their programme studies, you can take part in the switch periods to register for electives that have available places.

**18. I am not writing my Master Thesis this academic year; can I complete extra-curricular electives?**

No, in general it is not allowed to complete more than one elective per block (as included in the Teaching & Examination Regulations).

If you have an outstanding study performance, you can always submit a request to the examination board to see if an exception is possible, where you will be allowed to complete two electives in one block. You can use [this form](#).

**19. I only need one master programme elective (MPE) this year and there are fewer than 15 of them available. How can I rank at least 15 electives in the Open Elective round?**

All students must rank at least 15 electives during the Open Elective round, or their preferences cannot be saved. In case only fewer than 15 electives are relevant to your study situation, please rank them all as your topmost preferences; you will then need to rank a number of other electives of your choice as placeholders to complete the list of the required total of 15 electives. From experience, students are likely to be allocated to their first 3-5 preferences. In the scenario that you're allocated to a placeholder elective, please submit a ticket to Programme Management via [this form](#).

## 20. Why can't I log into the [Elective Registration system](#)?

The [Elective Registration system](#) will only be accessible once it's open (1 Nov. 2024) for students to register your study situation. If you log into the system before this date, you will receive an error message.

If you cannot access the Elective Registration System when you need to register your study situation (after 1 November), please contact MSc Programme Management for help via [this form](#).

## 21. I want to apply for the master exchange programme and would like to complete a Programme Free Elective (i.e., Company-Based project or internship). What shall I do?

In case you would like to complete a Programme Free Elective and have been accepted to go on Exchange, the Programme Free Elective will be considered an extra-curricular elective, so it will not be counted towards your graduation requirements, and you can still leave your Master Free Elective open to go on exchange. Please contact [RSM Exchange Office](#) so they can make sure the courses are correctly allocated.

## 22. Can I drop a course after the switch period?

Officially it is not possible to drop a course after the switch period. If you were unable to deregister in the Elective Registration System due to personal circumstances, you can contact MSc Programme Management via [this form](#). As an exception we will process the deregistration request after the switch period. All deregistration requests received once the course has started will not be processed. This means that if you do not plan on completing the course after being enrolled, you will receive a "NO" grade: this counts as a no-show and does not affect the GPA or cum laude judicium.

## 23. Following an elective from another faculty/university

If you have found a course at another faculty/university that you would like to complete as your Master Free elective, you will have to [submit a request at the Examination Board](#). Note that the course must also be approved by your Academic Director. Only upon official approval from the Examination Board can you complete your Master Free elective course at another faculty/university. Note that the course should be at least 6EC and you should also contact the other faculty to double check if their courses are open to students from other faculties.

## 24. I completed two electives last year; do I need to complete my last elective in the same open block from last year?

No, if you have already completed two electives last year, you are free to choose in which block you will complete your remaining elective. This can be in block 3, block 4 or block 5.

## 25. I am a recidivist student<sup>1</sup> and want to improve the result of an elective that I completed last academic year.

We cannot guarantee that you will get a spot allocated in the same elective, or that the same elective

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<sup>1</sup> A recidivist student is a student that is in the second year of the same MSc programme the student started in a previous academic year (also seen as a continuing MSc student).

is offered again. If you get allocated to the same elective, you can improve your result.

For the one-year MSc programmes: please be aware that if you have passed all your courses (including the master thesis trajectory) it will not be possible to do a resit or improve a sufficient result once your degree has been awarded. This means that, if your improved grade is only processed after receiving confirmation of graduation it will not be included in your diploma. You can request an updated grade list that will include your improved result, but your GPA will not be adjusted.

This is especially relevant for Block 4 and 5 courses, as it is more likely that your degree will be awarded before you receive your improved result.

**26. I have failed the first exam of one of my electives. Can I register for an additional elective as a back-up for my failed elective(s)/resit(s)?**

No, it is not possible to register for an additional elective in a later block because of (a) failed elective(s) resit(s) in an earlier block.

If you fail (one of) your elective(s), and also failed the resit(s), you will have to retake the elective(s) in the following academic year.

Note that it is not mandatory to retake the same elective. Depending on the type of elective you still need to complete (MPE/MFE). You can select any elective in any given elective block in the following academic year, taking into account that you can only take one elective per block.

If you have completed all programme components and you failed your MFE, you may explore the options to complete a core course from another MSc Programme of at least 6 EC. In some cases, it may be possible to meet the MFE requirement with a course from another university, of at least 6 EC, provided the Academic Director of your programme and the Examination Board approve the external course. Please be aware that your options to take core courses from other programmes as an MFE may be limited as the core courses usually have fewer credits. More information can be found in the [re-enrolment guide](#).

**27. I am completing two masters at RSM. Can I use the same Master Free Elective in both programmes?**

No, it is not possible to use the same course in two programmes. The general policy of the Examination Board regarding elective courses is that the elective course cannot be used for another programme being taken by the student in question.

Therefore, you will need to complete two Master Programme Electives and one Master Free Elective or third Master Programme Elective for each programme, and **they need to be unique**.

**28. I am completing two masters at RSM. Can I retake an elective that I already completed in my first master programme, to count towards my second master programme?**

No, it is not possible to use the same course in two programmes. The general policy of the Examination Board regarding elective courses is that the elective course cannot be used for another programme being taken by the student in question.

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Therefore, you will need to complete two Master Programme Electives and one Master Free Elective or third Master Programme Elective for each programme, and **they need to be unique.**